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Foreclosure File Reviewer 2

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Overview

Hiring Company: **Mergis Group**
Location: **Westlake village, CA**
Job Type: **Full Time**
Company Sector: **Mortgage & Real Estate**
Years of Experience: **2+ to 5 years**
Posted: **10/4/2011**

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Job Description

Responsible for reviewing foreclosure files to validate accuracy of the fees and/or penalties assessed, whether or not the foreclosures were processed within applicable state and federal laws and that all required procedures were followed. Key responsibility will be to determine if there was financial harm to the borrower.

- Conduct a complete review of the foreclosure file to ensure all default timeframes were processed accurately.
- Review to determine if ownership of the note and mortgage was properly documented when foreclosure was initiated, and document any exceptions.
- Determine if the foreclosure was processed in accordance with applicable state and federal laws, to include SCRA and US Bankruptcy Codes, and document any exceptions.
- Validate fees and penalties charged and assessed were reasonable, customary and within the applicable state and federal laws, and document any exceptions.

Requirements

Must have 3 years Mortgage servicing experience

Must have 1 year foreclosure experience

Ability to independently review foreclosure files
Accuracy, thoroughness and attention to detail
Strong analytical, organizational and communication skills
Computer skills: Word, Excel, Outlook and web navigation

Ability to deliver high-quality, error-free work that is exact and complete by paying close attention to detail

Excellent time management skills (prioritizing and follow-up)

Ability to assess a comprehensive mix of information and details and independently render an accurate decision based on guidelines

Must have excellent analytical and organizational skills with the ability to work in a time-sensitive environment

Demonstrate the ability to thrive in a fast pace and changing environment

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- 3 Mortgage Default Single Point of Contact (SPOC), Jacksonville, FL - PNC Financial Services Group Inc.
- 4 Mortgage Loan Officer-St. Augustine, Saint augustine, FL - PNC Financial Services Group Inc.
- 5 Mortgage Loan Officer-Tampa, Tampa, FL - PNC Financial Services Group Inc.

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Company Description

Built on more than 30 years of expertise, The Mergis Group is a specialty recruiting firm committed to helping professionals make the best career choices. We connect specialized professionals to leading opportunities that will foster success in their career.

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